

# GRAND COUNTY SCHOOL DISTRICT

## DISCIPLINE GUIDE

Treat others as you expect to be treated. Grand County School District expects students to work to the best of their abilities in the classroom, accept responsibility for their own actions, treat fellow students and staff with respect and accept responsibility for school attendance.

This guide is designed to clearly state the rights and responsibilities of Grand County School District students, and follows Utah State Codes 53A-11-901 to 53A-11-1101. The Discipline Guide lists general behavior expectations and specific consequences for inappropriate behavior. The goal of this policy is to protect the rights of all students to learn in Grand County School District. This guide is an "umbrella" for kindergarten to grade 12. Each building has a specific set of site based regulations in place.

***Students and parents should be aware of laws indicating school authority may extend to 1000 feet of school property for purposes of maintaining discipline.***

## STUDENT RIGHTS

Students may exercise their constitutionally protected rights of free speech, expression, giving due consideration to the rights of others and the time, place and manner of the expression.

Students have the right to fair, consistent and respectful treatment by staff members and other students.

Students have the right to be informed about the rules of the school. When a student is referred for disciplinary action, the student has the opportunity to respond to the allegations.

Students 18 years of age or older, or under 18 years of age with parental consent, have the right to see their own personal files, cumulative folders, transcripts and other school records during school hours. Students have the right to insert rebuttals in their files regarding information and opinions contained therein.

All students, including students 18 years of age or older, must adhere to school and district rules and policies, including having parental consent to leave campus.

Students have the right to present complaints or grievances to school authorities and the right to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

## STUDENT RESPONSIBILITIES

Students have the responsibility to maintain regular school attendance, make a conscientious effort in classroom work and adhere to school rules and regulations. Most importantly, students share with the administration and faculty a responsibility to develop a climate within the school which is conducive to learning. Every teacher has the right to teach and every student has the right to learn. **Conduct which disrupts teaching or learning will not be tolerated.**

Students have the responsibility to protect and take care of the school's property and to assist the school staff in operating a school that is safe for everyone.

Students have the responsibility to respect the rights of fellow students, teachers, administrators and all others who are involved in the educational process.

Students have the responsibility to be on time to each of their classes, to be prepared with all required materials and to stay on task for the entire class period.

Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful acts. The responsibility includes consulting in advance with school personnel if there is any question about the appropriateness of materials or actions.

## STUDENT CONDUCT

The pride we feel as students and staff of the Grand County School District is reflected in the general behavior of our student body. We believe that all staff, students and parents have a right to know what is expected for student conduct. A positive school climate derives from an understanding among the entire school community that statements and actions which degrade others will not be tolerated. A written list of expected consequences for unacceptable behavior is included in the Infringements and Interventions section of this policy.

### CONDUCT EXPECTATIONS:

- Cooperation is the key to success. Students who defy directives or refuse to cooperate with members of the school staff are subject to disciplinary action and parent conference. This applies to both the regular school day and extracurricular activities after regular school session.
- The use of appropriate language is expected of students and staff. Profanity or obscenities in the classroom, on campus, or at any school-related activity will not be tolerated.
- Fighting on the school campus will result in suspension from school and parent conference for **both parties** involved unless there are extenuating circumstances.
- In cases where a student's misbehavior repeatedly causes class disturbances, thereby disrupting the educational process, the teacher will contact the parent or guardian to request a parent/teacher conference. If the behavior continues, the teacher may refer the student to the administrator of the school. The teacher or other responsible person will escort the student to the office to visit with the school administrator. If this process does not change the behavior, the teacher will employ alternative discipline methods, including, but not limited to, a team meeting with student, parent, teacher(s) and administrator(s).
- Theft or damage to school or individual property, including alteration of computer software, is considered a serious offense. This type of offense could result in suspension, required restitution and/or arrest by the police.
- Students found wandering the campus during class time without a pass shall be brought to the office, and shall be considered truant.
- Cheating on examinations or quizzes is viewed as a serious offense (see Academic Honesty Policy).
- Public displays of affection are inappropriate at school.
- Grand County School District prohibits the use, possession, transfer or sale of drugs, drug paraphernalia or alcohol. Violation of rules concerning drugs, alcohol or drug paraphernalia shall result in severe disciplinary measures including police notification.
- The possession of weapons or items that can be used as weapons is prohibited.
- Smoking and the possession of tobacco products of any kind are prohibited on any Grand County School District campus, as well as at any school activity.
- Students are not to possess lighters/matches on school campus or at school activities.

## STUDENT DRESS

The purpose of public education is to provide a successful learning environment for all students. The goal of the dress code is to focus on modesty in dress and good grooming. To support this goal, the Board of Education is implementing the following dress code for all students and employees.

Teachers, coaches, and advisors may impose additional dress requirements that reflect the needs of the particular sport or class. Shirts or similar articles of apparel must be worn when on school property or when participating in a school sponsored activity.

Dress guidelines are as follows:

- Clothing must be neat, clean, in good repair and include shoes.
- Clothing and personal appearance must be neither provocative nor a distraction. Each site shall determine its standards for colored hair.
- Clothing and other articles of attire may not display anything which is illegal for student use (such as drugs, tobacco [advertisements for, endorsements of, or implications of tobacco, tobacco companies, or tobacco use in any form], alcohol), be sexually oriented, be vulgar/degrading, or imitate or copy dress or behavior associated with violence.
- Undergarments will not be exposed.
- Midriffs will be covered.
- A shirt or dress with deep-scooped front, shoulder straps less than one inch wide, deep-cut back and/or deep cut armholes is inappropriate.
- Shorts must be approximately finger-tip length.
- The wearing of caps, hats, bandannas, or related headgear at any site will be the decision of the staff, students, and parents of that site.
- Any student wearing or carrying overt gang paraphernalia will be referred to the administration for appropriate disciplinary action.

## BULLYING

Grand County School District does not tolerate bullying as described in the glossary of the Discipline Guide.

Bullying may take a variety of forms but generally implies an imbalance of power and/or status that may be repeated over time. Types of bullying include but are not limited to:

- verbal and written
- physical
- relational / social (ignoring, excluding, spreading rumors)
- cyber (text messaging, email, social media, etc.)

**The School District expects students** to report bullying to a parent, teacher, principal or another trusted adult.

**The School District expects parents** to talk to their students about bullying and to contact teachers or principals to handle bullying issues that arise. A brochure is available

through the schools that provides important information on bullying for students and parents to review together at home.

**The School District expects staff** to take reasonable and timely steps to protect students from bullying. Staff shall educate all students about bullying behaviors, including cyber bullying, and about strategies to end bullying. Finally, staff shall document incidents, contact parents and provide follow-up to assure situations involving bullying stop.

Bullying is a community issue that cannot be resolved by the schools alone. The School District asks the public to join in and support the stance that bullying behaviors are not acceptable in the Grand County communities.

## **CELL PHONE USAGE**

The following practices are established to buffer instructional time in the classroom and curtail related cell phone problems that occur during the school day.

Cell phone use guidelines are as follows:

- From the first bell in the morning through the ending dismissal bell, cell phones are to be out of sight and powered off. Students using cell phones during this time will have their phones confiscated.
  - Exceptions:
    - HIGH SCHOOL: students may use their cell phones during the lunch period.
    - ALL SCHOOLS: Teachers may authorize the use of a cell phone in their classrooms *for educational purposes*. (Emergencies are not educational purposes)
- Should an 'emergency' arise requiring a student to use a cell phone during the day, the student may request an office pass from the classroom teacher. Upon hearing the student's rationale, the teacher may issue the student an office pass. **Once in the office**, the student may use the cell phone under the supervision of school personnel.
- Students are asked to preplan their school day in ways that ensure they start the morning with needed homework and materials, means for lunch planned (sack or school) and afterschool social activities prearranged with peers and parents. Arrangements for these types of needs are not designated as emergencies.
- The school is not responsible for a confiscated cell phone but will make every effort to retain it in the office.
- Penalties for unauthorized use of a cell phone may include, but are not limited to, assessing a fine, confiscating the phone up to one week, participating in a cell phone etiquette class, or assigning in-school suspension.
- If a student refuses to give up his or her phone when requested by a staff member, penalties for insubordination/willful disobedience may be enforced **in addition to** any penalties for inappropriate cell phone usage.

## BUS CONDUCT

Bus rules of conduct are designed to insure a safe, pleasant and desirable experience for those students who ride the bus to school each day. Bus conduct expectations are based on the Grand County School District Discipline Guide Infringements and Interventions chart. Violations fall into two categories, severe and non-severe.

Severe violations result in immediate loss of bus privileges. These violations include: carrying, transporting or threatened use of weapons or look-alike weapons; transporting pornographic materials; sale, trade, use or possession of any controlled substance or paraphernalia; fire setting including the use or possession of explosives, matches/lighters or fireworks; physical aggression or bullying; vandalism; petting, necking or inappropriate acts and upbraiding/threatening bus drivers.

Non-severe violations result in bus referrals and parent contact. Non-severe violations will result in loss of bus privileges if the student persists with the inappropriate behavior. These violations include: loud, boisterous or distracting singing, talking, playing radios or musical instruments, the use of foul language, horseplay, unnecessary movement from seat to seat, the throwing of any article within the bus or out the windows and willful disobedience of driver instructions. If a non-severe violation occurs, the driver will attempt to correct the problem through discussion with the student. If violations continue, the driver will file a bus conduct report. Bus conduct reports are mailed to parents. The first conduct report serves as a warning to the student. The second conduct report results in a two week suspension of bus privileges. Should a third conduct report be filed the student loses bus privileges for one month. A fourth conduct report results in loss of bus privileges for the remainder of the school year.

Students may not bring pets, insects, reptiles, etc. on the bus. Eating, drinking and littering are not allowed on the bus.

The driver for each bus has the authority to establish additional rules he/she feels are necessary to assure the safety of individuals being transported. The Transportation Supervisor reserves the right to make disciplinary decisions to assure the safety of students riding the bus.

## ATTENDANCE POLICY

**PHILOSOPHY:** Few factors have greater influence upon student success than regular attendance. Daily participation in a demanding and meaningful education program is vital to success. We believe that to fully benefit from the educational opportunities provided, students must be in school. Students, parents, guardians, teachers and the administration share responsibility for attendance. **Parents and legal guardians have primary responsibility.**

**ATTENDANCE REQUIREMENTS:** Every student is required to be in school and in each class. Utah state law stipulates that every parent or guardian having control of any minor between ages 6 and 18 years of age shall assure that such minor shall attend school. Exceptions must meet requirements of the law. (Sections 53A-11-101 & 53A-11-103 Utah Code)

- 1) The parent of an absent student must provide the school with a valid, written, signed excuse within 5 school days of the absence (the first day of the absence if it involves more than one day). Each school will inform parents of the process to submit the written note.
- 2) The parent may use a preprinted form available through the school office or District website ([www.grandschools.org](http://www.grandschools.org)). The parent may write his/her own note, but the following information must be included or the excuse will not be accepted (**please print**):
  - a. date the excuse is written
  - b. student's name
  - c. student's grade
  - d. name of the child's teacher (K-6 only)
  - e. date(s) of the absence(s)
  - f. statement of the valid excuse for absence
  - g. printed name of parent
  - h. parent's signature
- 3) As required by State Code, an absence without a valid excuse will be considered a truancy, or violation of compulsory education law, and will be handled as follows:

#### **Grades K-6**

- Parents send written excuses to the child's classroom teacher.
- At 5 absences without valid excuses, the principal will send the parent a Notice of Compulsory Education Violation via certified mail. This Notice will direct the parent to meet with the principal to resolve attendance issues. Failure of the parent to attend this meeting, or to resolve the problem, is deemed in State Code a Class B Misdemeanor.
- Should the student reach a total of 10 absences without valid excuses, the principal will submit the parent's name to the District Attorney for resolution of the violation.

#### **Grades 7-12**

- Parent written excuses are sent to the office.
- At 5 truanancies, the principal will send the parent a Notice of Truancy via certified mail. This Notice will direct the parent and the student to meet with the principal to resolve attendance issues. Failure of the parent to attend this meeting or to resolve the problem is deemed in State Code a Class B Misdemeanor.
- At 10 truanancies, the principal will submit student's name to Juvenile Court as an 'habitual truant.'

#### **Definitions**

- Absence – failure of a student to attend a part of, or all of, a school day.
- Truant (Compulsory Education Violation) – absent without a valid excuse.
- Valid excuses:
  - o Illness
  - o family death
  - o absence authorized in a student's Special Education IEP or 504 Plan
  - o school-authorized activity (such as sports or extracurricular activities)
  - o extenuating circumstance approved by the principal and deemed by the principal as not adversely impacting the student's education (such as pre-approved absences; medical or court appointments; etc.)
- Parent – parent or guardian
- Principal – principal or designee

## ACADEMIC HONESTY POLICY

**PHILOSOPHY:** The purpose of this policy is to promote academic honesty and responsibility among students. All students should feel proud of what can be accomplished through sincere, honest effort.

Unless otherwise directed by their teachers, students are expected to do their own work. This includes, but is not limited to, homework, tests, projects, essays or other written assignments. Assignments which may be handled in a "cooperative" manner will be so designated by the teacher; only those assignments may be shared. Studying for tests and exams with other students is also appropriate; however, if questions arise, the individual teacher should be asked to clarify. Additionally, students are responsible for the security of their own tests and papers. The student who deliberately or carelessly allows his or her paper to be copied will suffer the same penalty as the person doing the cheating.

Plagiarism, the practice of copying verbatim written material from other sources (encyclopedias, etc.) without providing appropriate footnotes, violates academic honesty. **POLICY:** The individual teacher shall report cheating offenses, including plagiarism, to the administration.

Any student who gains or gives answers to tests or other class work by stealing tests, test answer keys, or teacher's manuals will be subject to immediate placement at Second Offense (see below). Changing grades or altering a teacher's records in any way will result in Second Offense placement.

**First Offense** - The student shall receive no credit on assignment. The classroom teacher shall notify the parent or guardian.

**Second Offense** - The student shall be suspended until a parent conference with the student, teacher and administrator occurs. No credit will be given for the assignment. Consequences for further cheating offenses shall be set at this conference in the form of a behavioral contract.

**Third Offense** - The students shall be suspended pending a parent conference with the student, teacher and administrator. No credit will be given for the assignment. Follow-up on consequences set at second offense conference. Review and revise behavioral contract as needed.



## **SPECIAL EDUCATION STUDENTS**

If a special education student has a behavior plan in his or her IEP, the consequences cited in that plan will be used in the event of specified misbehavior. If the behavior(s) worsens or the frequency increases, the student's IEP team shall meet to review the plan and its implementation, and modify it, as necessary, to address the behavior(s).

When a special education student is given out-of-school suspension, the suspension must follow Utah State Special Education Rules and may necessitate the convening of the student's IEP team. Special education personnel, regular education personnel, parents, and related services providers specified in the IEP must be informed and involved.

If a special education student is expelled (weapons, drugs, or serious physical injury, or suspended for more than 10 days in a school year, the District continues to be responsible for providing services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

## **STANDARD DISCIPLINARY PROCEDURES**

A standard procedure for dealing with violations of the District's behavior code has been developed to ensure fairness to students. In addition, students that sign activities contracts may be held to a standard of behavior which may include non-school or school activities in addition to those items listed below. For each offense there is a prescribed consequence, ranging from a conference with an administrator for minor misbehavior to suspension for major offenses. For very serious offenses the school may make an immediate recommendation for expulsion. It is the responsibility of the students and parents to communicate with the school and teachers and fulfill their expectations regarding school work due or assigned during suspension.

## INFRINGEMENTS AND INTERVENTIONS MATRIX\*

**DISRUPTION OF EDUCATIONAL PROCESS:** breakdown in the orderly process of instruction and/or school activities, including transportation of students in school vehicles.

**SUSPENSION:** student is suspended from attending regular classes and all school activities.

Suspension may take the form of in-school suspension (ISS) or out-of-school suspension (OSS) as determined by the school administrator.

- IN-SCHOOL SUSPENSION (ISS): student is allowed to attend school but does his or her assigned work in a setting other than the regular classroom. OUT-OF-SCHOOL SUSPENSION (OSS): student is not allowed on campus for the duration of the suspension. Reserved for time pending parent conferences and severe behaviors.

**ALTERNATE MEANS OF CORRECTION:** consequence that may include but is not limited to assignment to Saturday school, etc., to be determined during the parent conference.

**SPECIAL EDUCATION STUDENTS:** Suspension must follow Utah State Special Education Rules and may necessitate the convening of the student's IEP team.

*\* This matrix is a guide, administrators have discretion to shape consequences based on the situation.*

<b>SAFE SCHOOL INFRINGEMENTS</b>			
<i>K-3 administrators examine intent and provide age appropriate consequences.</i>			
INFRINGEMENTMENT	1 <sup>ST</sup> INTERVENTION	2 <sup>ND</sup> INTERVENTION	ADDED INTERVENTIONS
1. Possession, control, or actual or threatened use of a real or look-alike; weapon, explosive, or noxious or flammable material in a school building, in or on school property or in conjunction with any school related activity (see definition of weapon in glossary).	Parent notification/conference, up to 10-days suspension, pending review by the building safe schools committee, and notification of appropriate authorities.		
2. Fire setting (involving threat to lives or school property); use or possession of incendiary devices, including ammunition or fireworks, <i>false fire alarm</i> .	Parent conference, police and Fire Marshall notification, up to 10-days suspension pending review by the building safe schools committee; assignment of appropriate interventions, which may include recommendation for expulsion; administration of Predicts-Risk or similar assessment before student may re-enter.		
3. Verbal, illustrated, or written death or terroristic threat against staff or students; assault or battery against staff member.	Parent notification and conference, up to 10-days suspension pending review by the building safe schools committee. Possible police report, assignment of appropriate interventions, which may include referral to School Board for recommended expulsion.		
4. Sale, trade, transfer or possession of any controlled substance, or any drug paraphernalia.	Parent conference, <i>mandatory</i> police notification, and immediate 10-days suspension pending mandatory recommendation for expulsion.		

## **GENERAL DISCIPLINARY INFRINGEMENTS**

5. Possession or use of any alcoholic beverage or intoxicant on school property or at a school related activity.	Parent conference, up to 10-days suspension and <i>mandatory</i> police notification, outside counseling program recommended.	Parent conference, immediate 10-days suspension. Police notification and outside counseling program recommended. Recommendation for mandatory expulsion up to 60 days (one trimester)	
6. Indecent Exposure / Lewdness: <i>possession or distribution of pornography.</i>	Parent conference, up to 10-days suspension; <i>mandatory</i> police notification; outside mental health assessment; and counseling program recommended.	Parent conference; immediate 10-days suspension, and police notification; outside counseling program recommended. Recommendation for mandatory expulsion up to 60 days (one trimester).	
7. Possession of matches, lighters or other paraphernalia to start a fire.	Confiscation of item. Parent conference, up to 3-days suspension, Fire Department notification, restitution, possible alternate means of correction.	Confiscation of item, parent conference, up to 5-days suspension, Fire Department notification, restitution, possible alternate means of correction.	Confiscation of item. Parent conference, up to 5-days suspension, Fire Department notification, restitution, mandatory referral to Juvenile Court.
8. Trespass during suspension.	Warning and police notification.		
9. Possession or use of tobacco, including chewing tobacco or tobacco paraphernalia on school or school district property, in school vehicles and at school-sponsored functions away from school property is strictly prohibited. (Includes tobacco left in a car by a legal adult.)	Parent conference, up to 3-days suspension, mandatory referral to police, possible alternate means of correction.		
10. Upbraiding, insulting, abusing, or threatening teachers or other school personnel.	Parent conference, up to 3-days suspension and alternate means of correction, possible transfer from class, possible police notification.	Parent conference, up to 5-days suspension, and alternate means of correction, removal from class, police notification.	Parent conference, up to 5-days suspension, police notification, referral to Juvenile Court, and recommendation for home-bound teaching.
11. Bullying	Staff intervention, parent notification and/or conference, possible Behavior Plan, up to 3-days suspension.	Parent conference, review Behavior Plan, up to 5-days suspension, possible police notification.	Parent conference, up to 5-days suspension, possible police notification, possible recommendation for expulsion.

**GENERAL DISCIPLINARY INFRINGEMENTS**

12. Cyberbullying	Staff intervention, parent notification and/or conference, possible Behavior Plan, up to 3-days suspension.	Parent conference, review Behavior Plan, up to 5-days suspension, possible police notification.	Parent conference, up to 5-days suspension, possible police notification, possible recommendation for expulsion.
13. Intimidating, abusing, harassing (including sexual harassment), threatening; slurring (racial, ethnic, religious, gender, etc.); hazing, degrading, or disgracing any person in connection with any school activity.	Parent notification, up to 3-days suspension and Alternate means of correction.	Parent conference, up to 5-days suspension; Possible referral to Juvenile Court.	Parent conference, up to 5-days suspension and Referral to Juvenile Court.
14. Serious physical aggression (such as slapping, scratching, punching, kicking, etc.); any physical aggression causing injury; ganging-up.	Parent conference, up to 3-days suspension, Behavior Plan, possible Saturday School, possible police notification	Parent conference, up to 5-days suspension, plus alternate means of correction, police notification, and possible referral to Juvenile Court.	Parent conference, up to 5-days suspension, alternate means of correction, police notification, referral to Juvenile Court.
15. Minor physical aggression (such as pushing, tripping, pestering, provoking a fight, rough play, etc.).	Staff intervention, Behavior Plan, parent notification, possible 1-day suspension.	Parent conference, review Behavior Plan - set consequences for added offenses, up to 2-days suspension.	Parent conference, consult individual Behavior Plan, up to 3-days suspension.
16. Displays of gang behavior, including but not limited to: language, flashing of gang signs, dress, paraphernalia, writing or drawing, tagging, symbols, etc.	Parent notification; confiscation of gang paraphernalia; up to 3-days suspension and/or alternate means of correction; restitution; possible police notification.	Parent conference, up to 5-days suspension; possible referral to Juvenile Court.	Parent conference, up to 5-days suspension; and referral to Juvenile Court.
17. Dress or copycat behavior of groups associated with violence/hate.	Parent notification; up to 3-days suspension and/or alternate means of correction; restitution; possible police notification.	Parent conference, up to 5-days suspension; possible referral to Juvenile Court.	Parent conference, up to 5-days suspension; and referral to Juvenile Court.
18. Vandalism, destruction of property, including alteration of computer software.	Parent notification, up to 3-days suspension, restitution, possible police notification.	Parent conference, up to 5-days suspension, restitution, possible alternate means of correction, police notification.	Parent conference, up to 5-days suspension, restitution and police notification.

### **GENERAL DISCIPLINARY INFRINGEMENTS**

19. Theft, attempted theft, or possession of stolen property.	Parent notification, up to 3-days suspension, confiscation, restitution, alternate means of correction & possible police notification.	Parent conference, up to 5-days suspension, confiscation, restitution, police notification.	Parent conference, up to 5-days suspension, confiscation, restitution and police notification.
20. Truancy, student absence without a parent/guardian or school excuse.	Parent notification, student issued a truancy citation.	Parent notification, student issued a truancy citation.	Parent notification, student's name submitted to Juvenile Court
21. Technology: Acceptable Use Policy violations.	Parent notification, suspension of network privileges for at least 10 school days.	Parent conference, suspension from network privileges for one term (60 days).	Parent conference, loss of network privileges for up to one full school year (180 days).
22. Willful disobedience, defiance, insubordination, disrupting school activities, loitering.	Parent notification, up to 3-days suspension or Saturday School, alternate means of correction.	Parent conference, up to 5-days suspension and alternate means of correction including mandatory Behavior Plan.	Parent conference, up to 5-days suspension, possible recommendation for home-bound study with DCFS notification.
23. Obscene or vulgar acts (lewdness).	Parent notification, up to 3-days suspension and alternate means of correction.	Parent conference and up to 5-days suspension and alternate means of correction.	Parent conference, up to 5-days suspension; possible referral to Juvenile Court.
24. Cheating on exams, quizzes, or assignments (see Academic Honesty Policy).	Parent notification by classroom teacher; zero credit on assignment.	Suspension pending parent, student, teacher, and administrator conference zero credit on assignment and develop behavioral contract with alternate means of correction.	Suspension pending parent, student, teacher, and administrator conference, zero credit on assignment; follow-up on behavioral contract; review/revise contract as needed.
25. Profanity, written or oral, or obscene gestures.	Parent notification; alternate means of correction (may include 1-day suspension).	Parent conference, up to 2-days suspension and alternate means of correction.	Parent conference, up to 5-days suspension, and alternate means of correction.
26. Lying, falsification, forging misrepresentation, or altering school correspondence, hall pass, absence re-admits, or parent notes or phone calls.	Alternate means of correction including possible parent notification and possible 1-day suspension.	Parent conference, up to 2-days suspension and alternate means of correction.	Parent conference, up to 5-days suspension and alternate means of correction, referral to Juvenile Court.
27. Unauthorized use or possession of items not required by daily educational program.	Warning, item confiscated for remainder of the day (*items returned only to a parent or guardian.)	Alternate means of correction, item confiscated until parent conference.	Parent conference, up to 2-days suspension, item confiscated until end of year.
28. Inappropriate attire as defined by the District Dress Code.	Parent contact, change of clothing (may be provided by school).	Parent conference and alternate means of correction	Parent conference and alternate means of correction.

## GLOSSARY

TERM	DEFINITION
Alternate Means of Correction	Various forms of counseling, detention, adult supervision, behavior contracts, work details or conferences which may be used by an administrator in-lieu-of other disciplinary measures suggested in the discipline code.
Assault	A threat or attempt to willfully inflict bodily injury.
Battery	A hostile touching of another person which causes or may cause physical injury to the latter.
Behavior Plan	Written plan created by student and adults delineating the steps that will be taken to correct and control an inappropriate behavior.
Bomb Threat	Threatening others with the presence of or intention to place bomb(s), explosive(s) or incendiary(s).
Bullying	<p>Intentionally or knowingly committing an act that:</p> <ul style="list-style-type: none"> <li>• endangers the physical health or safety of a school employee or student;</li> <li>• involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;</li> <li>• involves consumption of any food, liquor, drug, or other substance;</li> <li>• involves other physical activity that endangers the physical health and safety of a school employee or student; or</li> <li>• involves physically obstructing a school employee's or student's freedom to move; and</li> </ul> <p>is done for the purpose of placing a school employee or student in fear of:</p> <ul style="list-style-type: none"> <li>• physical harm to the school employee or student; or</li> <li>• harm to property of the school employee or student.</li> </ul> <p>(See Utah Code 53A-11a-102)</p> <p><b><i>This is regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.</i></b></p>
Cyberbullying	<p>Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication. (See Utah Code 53A-11a-102)</p> <p><b><i>This is regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.</i></b></p> <p>According to state law, “No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location” (See Utah Code 53A-11a-201)</p> <p><i>It is the responsibility of the reporting entity to bring physical evidence of the cyberbullying to the administration.</i></p>

TERM	DEFINITION
Expulsion	The student is barred from attending any school function in the Grand County School District. Expulsion is used for students committing the most serious of offenses. (See Utah Code 53A-11-904)
Harassment	Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. (See Utah Code 53A-11a-102)
Hazing	<p>Intentionally or knowingly committing an act that:</p> <ul style="list-style-type: none"> <li>• endangers the physical health or safety of a school employee or student;</li> <li>• involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;</li> <li>• involves consumption of any food, liquor, drug, or other substance;</li> <li>• involves other physical activity that endangers the physical health and safety of a school employee or student; or</li> <li>• involves physically obstructing a school employee's or student's freedom to move;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or</li> <li>• if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.</li> </ul> <p>(See Utah Code 53A-11a-102)  <b><i>This is regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.</i></b></p> <p>According to state law, “No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location” (See Utah Code 53A-11a-201).</p>
Indecent Exposure	The exposure of one's body, especially one's genitals, in a public place and in a way considered offensive to established standards of decency.
Intimidation	Harassing, annoying, taunting or in any way deliberately trying to disturb another person; whether by physical action, gesture or verbally.
Lewdness	Showing, or intended to excite, lust or sexual desire, especially in an offensive way.
Loitering	Presence of an individual in or about a school under one or more of the following circumstances: a) after a reasonable request to leave; b) does not have any legitimate reason for being there; c) does not have written permission to be there from anyone authorized to grant permission; d) refusal to identify self.
Robbery	Taking away the property of another by force or fear.
Safe School Violation	Violation of any of the “Safe School Infringements” (items 1-5 in the Interventions and Infringements Matrix). These require administrators to use the “Safe Schools Protocol” and award due process to students and parents.

TERM	DEFINITION
Saturday School	School session held for 4 hours on Saturdays, selected and assigned as alternate means of correction during parent conference.
Sexual Harassment	Any unwelcome sexual advances or requests for sexual favors including but not limited to unwanted verbal, written or physical conduct of a sexual nature.
Sexting	Sending or receiving a pornographic image or sexual explicit message via electronic means. Sexting could have further legal consequences.
Suspension	The student is suspended from attending regular classes and all school activities; for in-school suspension (ISS) the student is allowed to attend school but does his or her class work in a setting other than the regular classroom; for out-of-school suspension (OSS), the student is not allowed on school district property for the duration of the suspension. OSS reserved for time pending parent conferences and severe behaviors. (See Utah Code 53A-11-904)
Tardy (late to class)	A student is tardy if not in the assigned classroom with the required books and materials when the class is designated to begin. Tardiness is not valid unless the student is exempted in writing by another teacher or the office. Teachers are not required to provide make-up work for tardiness. (See Attendance Policy)
Theft	Stealing, taking the property of another (force against a person is not used).
Trespassing	Unauthorized presence of an individual, including suspended students, on school property.
Truancy (unauthorized absence from class)	Any absence that is not school excused or approved by the Administration is a truancy. This can be a school day or any part of a school day. Make-up work credit for truanancies is not allowed. (See Attendance Policy)
Vandalism	Destruction or defacement of property, including computer hardware and software.
Weapons	Any item that may be used for attack or defense that is capable of causing death or serious injury. Items always classified as weapons are any type of firearm, gun, knife or cutting tool, explosive or destructive device, and noxious or poisonous material. Additionally any object intentionally used or which may be used to threaten or harm another, including weapon facsimiles.